



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
GUIDE I, HISTORICAL MONUMENT
OPEN - SPOT



CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION OR PREGNANCY, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

BU90-2794

2PR12

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation		
POSITIONS EXIST	This is a spot exam for San Luis Obispo county. Candidates may establish eligibility for this county only.		
WHO SHOULD APPLY	Applicants who meet the minimum qualifications by December 5, 2012, the final filing date . Applications will not be accepted on a promotional basis.		
WHERE TO APPLY	Applications (Std. Form 678) may be delivered in person or by mail. Please submit to: <table><tr><td>By mail to: Department of Parks and Recreation Attention: Selections Unit P.O. Box 942896 Sacramento, CA 94296-0001 (916) 653-9522</td><td>In person to: Department of Parks and Recreation 1416 9th Street Room 1018 (10th floor) Sacramento, CA 95814 (916) 653-9522</td></tr></table> INCLUDE EXAM CODE <u>2PR12</u> ON YOUR APPLICATION IN THE SECTION TITLED (EXAMINATIONS(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING).	By mail to: Department of Parks and Recreation Attention: Selections Unit P.O. Box 942896 Sacramento, CA 94296-0001 (916) 653-9522	In person to: Department of Parks and Recreation 1416 9th Street Room 1018 (10th floor) Sacramento, CA 95814 (916) 653-9522
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FINAL FILING DATE	Applications (Form 678) must be postmarked no later than December 5, 2012, the final filing date . Applications postmarked, personally delivered, or received via interoffice mail after the after the final filing date will not be accepted for any reason.		
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during January 2013 .		
SALARY RANGE	\$2928 - \$3559		
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.		
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Parks and Recreation. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.		

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**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by **December 5, 2012, the final filing date.**

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

Pursuant to Government Code 18935(b), candidates with permanent status at the Guide I, Historical Monument level or above, may not be eligible to apply for this examination.

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Either I

Six months of experience in the California state service performing the duties of a Guide Trainee, Historical Monument. (Education of college level may be substituted for up to three months of the required experience on the basis of two years of college being equivalent to three months of experience.)

Or II

Experience: One year of experience involving major emphasis on oral presentations before groups. (Education of college level may be substituted for up to six months of the required experience on the basis of two years of college being equivalent to six months of experience.) **And**

Education: Equivalent to the completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

The Guide I, Historical Monument, conducts tours through historical monuments; explains historical significance of the unit and exhibits to individuals and groups; assists in preparation of tour talks by study of reference and other material; protects buildings and exhibits against theft, damage, and vandalism; maintains order and enforces the rules and regulations of the State Park System; prepares exhibits under guidance; maintains exhibits; assists in the cleanup and maintenance of the monument or may supervise others in this work; keeps records and performs other associated clerical tasks.

Positions exist with the Department of Parks and Recreation.

**EXAMINATION
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)**

Scope:

- A. Knowledge of:
 - 1. Effective practices in guiding exhibit tours.
 - 2. Inventory methods.
- B. Ability to:
 - 1. Deal tactfully with individuals and groups.
 - 2. Analyze situations accurately and take effective action.
 - 3. Arrange exhibits and execute instructions involving exhibits.

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Exam Title: Guide I, Historical Monument
Exam Code: 2PR12

Release Date: November 16, 2012
Final Filing Date: December 5, 2012

**SPECIAL PERSONAL
CHARACTERISTICS**

Neat personal appearance; tact; poise; willingness to work on Saturdays, Sundays, and holidays on an assigned shift; ability to stand and walk for long periods of time.

**VETERANS'
PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Career credits are not granted in open examinations.

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service

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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 653-9522 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 653-9522, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition locations of oral interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from CalHR offices and the Department of Veterans Affairs, 1227 O Street, Sacramento CA 95814.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION
Personnel Office/Selections Unit, 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 653-9522

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)